



Commandant  
United States Coast Guard

2100 Second Street, S.W.  
Washington, DC 20593-0001  
Staff Symbol: G-CPA-2  
Phone: (202) 267-2931

COMDTNOTE 5300  
01 MAY 2000

COMMANDANT NOTICE 5300

CANCELED: 30 APR 2001

Subj: AUTHORITY TO REPROGRAM PERSONNEL RESOURCES

- Ref: (a) Personnel Resources (Civilian and Military) and Civilian Employment Ceiling Manual, COMDTINST M5312.13 (series)  
(b) Reserve Personnel Allowance List, COMDTINST 5320.1 (series)  
(c) Coast Guard Organization Manual, COMDTINST M5400.7 (series)

- PURPOSE. This Notice outlines the process for delegating certain personnel resource reprogramming actions to field commanders at the level of district commanders and above. This Notice also outlines the process for requesting personnel reprogrammings that are not within the delegated authorities.
- ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this Notice are followed.
- DIRECTIVES AFFECTED. The contents of this Notice will be incorporated in reference (a) when reissued. Procedures for requesting reorganizations or making Selected Reserve billet changes are found in references (b) and (c), and are not changed by this Notice.
- SUMMARY. The delegation of personnel reprogramming authority is intended to give field commanders the ability to meet the challenges presented by geographic shifts in current mission areas through a more agile management process. This process takes advantage of personnel resource reprogramming opportunities that occur naturally within the military assignment and civilian hiring processes. It also will expedite the execution of resource-neutral personnel reprogrammings by utilizing an electronic mail process. Experience gained

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through this delegation of reprogramming authority to field commanders should lead to further evolution of this empowerment.

5. PROCEDURES.

- a. The Business Rules that outline delegated authority for personnel reprogrammings are included as enclosure (1). Enclosure (1) also contains the process for requesting personnel reprogrammings that do not fall within the delegated authorities. The final decision authority on personnel reprogrammings remains Commandant (G-CCS).
- b. A Job Aid is included as enclosure (2) in order to assist field commanders in processing authorized personnel resource reprogrammings.
- c. This Commandant Notice and other reprogramming guidance are posted at the Commandant (G-CPA) Intranet site <http://cgweb.comdt.uscg.mil/g-crc/CPA/cpa.htm>.

6. FORMS AVAILABILITY. Form SF-52, Request for Personnel Action, is available on JetForm Filler on SWIII.

//s//T.W. JOSIAH

Chief of Staff

Encl: (1) Business Rules  
(2) Job Aid

## **BUSINESS RULES**

1. **Guiding Philosophy:** Field commanders are entrusted to manage their resources wisely, taking into account complex and competing needs at the local as well as regional level. In all cases, resource management decisions must be well justified and aligned with the Coast Guard Strategic Plan. Justification and alignment may be accomplished through the Regional Strategic Assessment (RSA) process by analyzing current and future risks, threats, and demands for services. Critical and prioritized issues regarding resource gaps emerge from the RSA process. This process includes the field commander's identification of promising solutions to close the gaps.
2. **Reprogramming:** "Reprogramming" is the term used to describe changes made to existing resource allocations. Reprogramming can include human resources, funds, capital assets, and resource allocation hours such as cutter days or program flight hours. At their root, every resource is a commitment of taxpayer dollars intended to produce a Coast Guard outcome. The essence of reprogramming is that it is zero sum – in other words, the Coast Guard does not gain or lose any taxpayer dollars in the reprogramming process.
3. **Reprogramming Human Resources:** The Personnel Allowance List (PAL) is the Coast Guard Human Resource Allocation Plan. Changes to the PAL are defined as "personnel reprogrammings." These are examples of common human resource changes:
  - a. Conversion from military to civilian or vice versa.
  - b. Change to grade.
  - c. Change of rate, officer billet code, civilian series, or enlisted qualification code.
  - d. Change of title.
  - e. Movement within a unit or to another unit.
4. **Delegated Personnel Resource Reprogramming Authority:** Assistant commandants, area commanders, district commanders, maintenance and logistics commanders (MLC)'s, Superintendent of the Coast Guard Academy, and joint interagency task force (JIATF) commanders may reprogram Personnel Allowance List (PAL) billets/positions within their organizational Area Of Responsibility (AOR) in a variety of ways:
  - a. Move billet(s)/position(s) within AOR. Military billet(s) must be vacant, or move must be consistent with normal Permanent Change of Station (PCS) transfer, or move must be in the same geographic area (PCS orders may be required, but no AFC-20 entitlements associated with the orders.) Civilian positions must be vacant. An updated SF-52 and position description (PD) must be reviewed and approved by the Coast Guard Personnel Command (cpm) to ensure conformance with civilian personnel management guidance.

- b. Move encumbered military billet with AFC-20 costs. If incumbent is not tour complete when move desired, the field commander is required to fund the AFC-20 PCS costs. Field commanders need to consider the work-life issues of the incumbent.
  - c. Change the title of a military billet or vacant civilian position. An updated SF-52 and position description (PD) must be reviewed and approved by the Coast Guard Personnel Command (cpm) to ensure conformance with civilian personnel management guidance.
  - d. Change a non-National Performance Review (NPR)-targeted series of a vacant civilian position. An updated SF-52 and position description (PD) must be reviewed and approved by the Coast Guard Personnel Command (cpm) to ensure conformance with civilian personnel management guidance.
  - e. Area Commanders may approve the reprogramming at any given unit up to 25 percent, or 8 billets total at the unit, whichever is less. Commanders other than Area Commanders may reprogram up to 10 percent or 5 billets at a given unit, whichever is less. However, this process shall not be used to change organization structure. Reorganization proposals to alter unit structure shall be submitted in accordance with reference (c).
5. Electronic mail (E-mail) in the form of a change notice (CN) shall be used to effect PAL changes authorized above. The format and content requirements for a CN are provided in a Job Aid format in this Notice. Requests made in accordance with these Business Rules will have a Personnel Allowance Amendment (PAA) executed within 15 days. It is envisioned that once the new PEOPLESOFT™ workflow management tool is implemented in PMIS/JUMPS 2, all reprogramming requests will be accomplished electronically.
6. These are limits on the delegated personnel reprogramming authority:
- a. Civilian positions must be vacant. Changes to encumbered civilian positions must be made in keeping with current civilian personnel management procedures.
  - b. Billets/Positions committed to entities outside of the Coast Guard and billets/positions linked to certain program initiatives cannot be reprogrammed. Headquarters must approve reprogrammings that affect establishing or removing a billet/position committed to another agency or working outside the Coast Guard (e.g. Coast Guard Liaison Officers). Also, Headquarters must approve reprogrammings that may be linked to congressionally mandated or programmatic initiatives. An updated list of reprogramming constraints is posted at the G-CPA Reprogramming Intranet site.
  - c. Billets/Positions to be reprogrammed must be Operating Expense (OE) funded. Billets/Positions which are funded by Acquisition Construction & Improvement (AC&I), Environmental Compliance and Restoration (EC&R), Research Development Test and

Encl. (1) to COMDTNOTE 5300

Evaluation (RDT&E) and Reserve Training (RT) are appropriated by Congress to perform specific functions linked to the purpose of the appropriation. Changes to these

positions must be in keeping with congressional intent and require Headquarters Appropriation Manager approval.

- d. Changes other than those specified by paragraph 4 must be approved by the Commandant (G-CCS), with G-CPA acting as the lead staff element.
7. Reprogramming requests from District, Area, or MLC commands that do not meet the delegated authority in this Notice must be submitted to Commandant (G-CPA) via the Area Resource Staffs. The Area Resource Staffs act as a clearinghouse for all reprogramming requests that require Headquarters approval. Area staffs are able to prioritize resource needs across the area, and may be able to fill unmet needs or coordinate the request in an RSA-priority fashion. In any case, the Area staff shall forward the request to Commandant (G-CPA) with an endorsement stating the Area position on the request. Once received, G-CPA will coordinate Headquarters Concurrent Clearance on the request. The ultimate decision authority resides with the G-CCS, with G-CPA acting as the lead staff element. Requests for reprogramming should use the following “Reprogramming Request” format:
- a. For Headquarters offices, memos to G-CPA must be via the Program Resource Staff.
  - b. For Headquarters units, letters to G-CPA must be via the Program Manager and Program Resource Staff.
  - c. For District, Area, and MLC units, letters to G-CPA must be via the chain of command, including Area Resource Staffs (Ar) or (Pr).
  - d. For all civilian reprogrammings, requests must be via CGPC (cpm) for classification determination and review.
  - e. The cover memo or letter should be brief, usually one page. State the desired action, e.g., “Reprogram BCN \_\_\_\_ to \_\_\_\_.” State reason(s) for request. Provide costs/savings, funds citation/accounting string and point of contact. Enclosures to the cover memo or letter should include:
    - (1) Deeper discussion or analysis to support the basic request
    - (2) Billet map similar to PAL extract, showing desired changes in added columns
    - (3) SPC worksheet that outlines costs
    - (4) Copy of SF-52/Position Description for Civilian Personnel actions

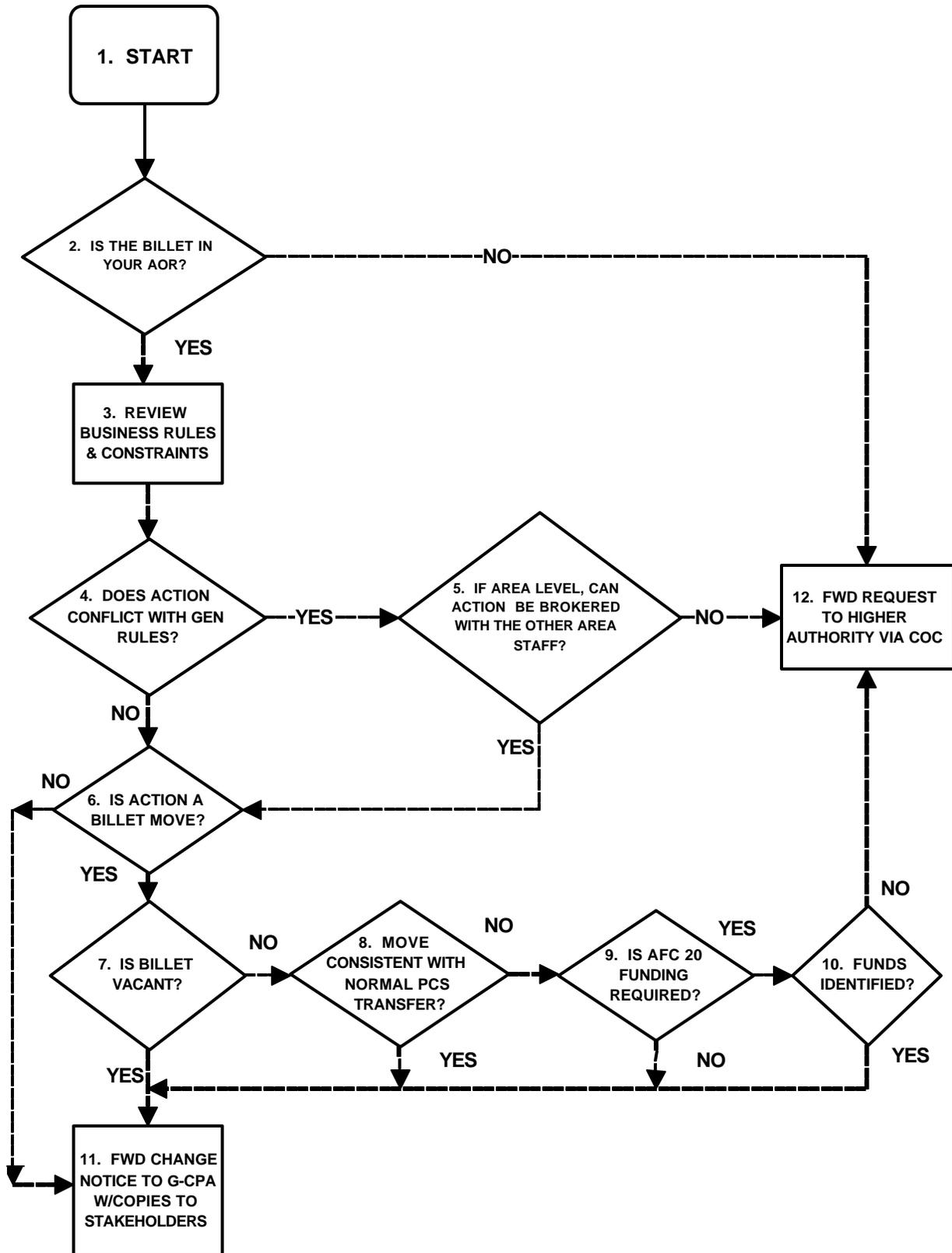
## **PAL BILLET CHANGE JOB AID**

PURPOSE. This job aid is designed to assist field commanders (district commanders and above) with processing authorized delegated personnel resource reprogrammings. Authorized delegated reprogrammings are listed in enclosure (1), Business Rules. All other reprogramming actions shall be forwarded to Commandant (G-CPA) as outlined in Enclosure (1).

CONTENTS. The job aid contains the following sections:

- Reprogramming Flowchart - Military
- Reprogramming Flowchart Description – Military
- Reprogramming Flowchart – Civilian
- Reprogramming Flowchart Description - Civilian
- Billet Change Worksheet
- PAL Change Notice (CN) Checklist Military
- PAL Change Notice (CN) Checklist - Civilian
- Sample PAL Change Notice (CN) – Military
- Sample PAL Change Notice (CN) – Civilian (Part 1)
- Sample PAL Change Notice (CN) – Civilian (Part 2)

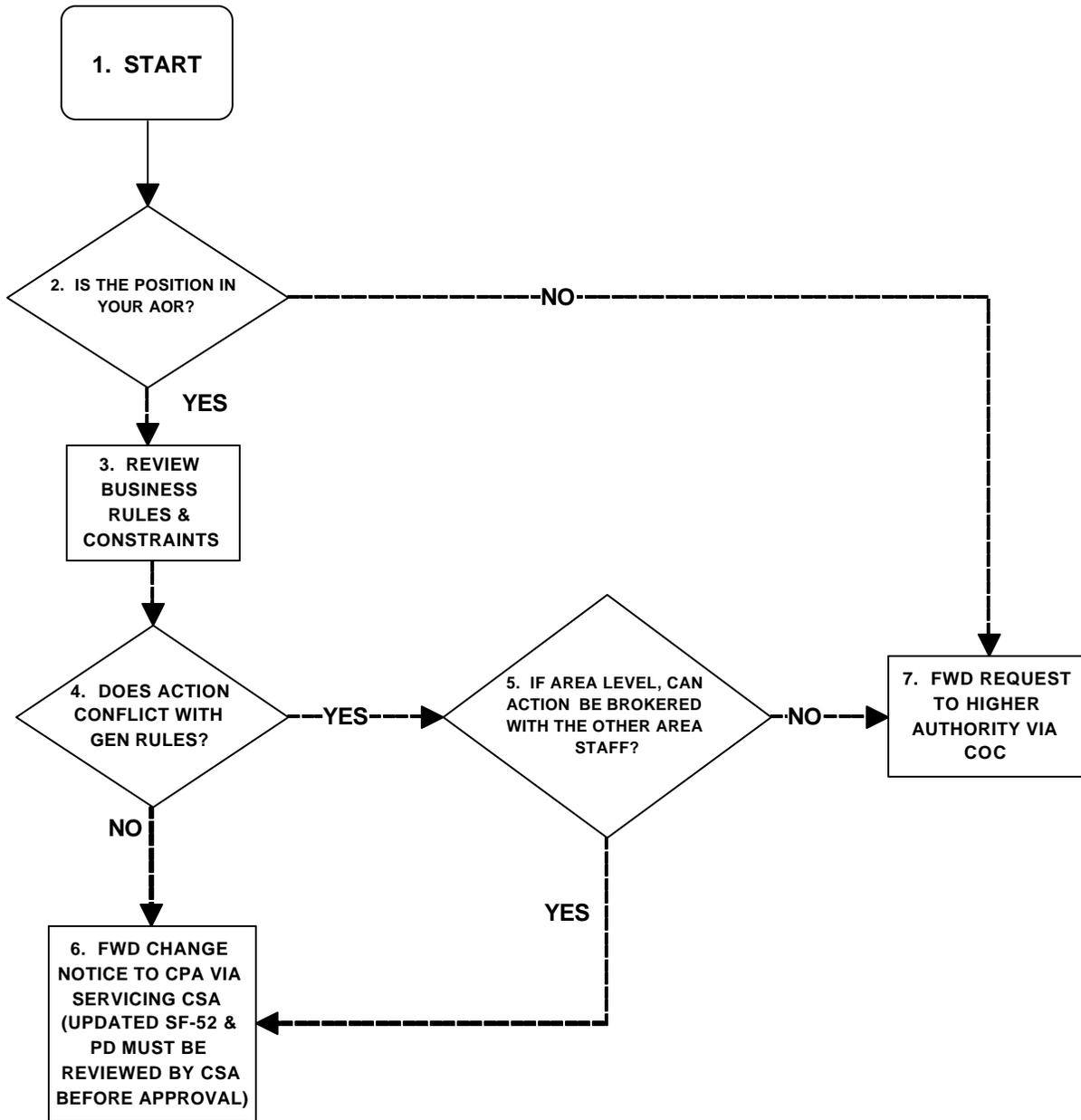
**REPROGRAMMING FLOWCHART - MILITARY**



## REPROGRAMMING FLOWCHART DESCRIPTION - MILITARY

1. Is the action consistent with the RSA or highest need of the command? Are there other alternatives other than a permanent change to the PAL?
2. Is the billet in your AOR? Is the billet(s) at your command, or one of your subordinate units?
3. Review the Business Rules to determine if you are authorized to reprogram the billet(s).
4. Does the reprogramming conflict with the current business rules and constraints?
5. At the Area level, can the action be brokered with the other respective Area resource staff? The Area resource staffs act as a clearinghouse for billet reprogrammings that are not authorized within their own AOR. By the Area resource staffs consulting with each other, possible offsets may be identified in order to execute the desired reprogramming with minimum Headquarters involvement. For example, Atlantic Area (LANTAREA) may want to reprogram a BM3 into a YN2 and Pacific Area (PACAREA) may want to reprogram a YN2 to a BM3. This would be a suitable offset and would be authorized under the business rules because the BM3 would move to PACAREA and the YN2 would move to LANTAREA.
6. Are you changing the location of the billet(s)?
7. Is billet vacant?
8. For military billets, is move consistent with the normal PCS transfer season? Is the incumbent going to be tour complete when the move is desired?
9. Will the move require AFC-20 funding? If the incumbent is not going to be tour complete and move is outside the current geographic area, the field commander will be required to fund the AFC-20 costs. Commands should take into consideration work-life issues when executing this type of move. If the move is within the same geographic area, no AFC-20 costs are required.
10. Is the command willing to pay for the AFC-20 costs out of their AFC-30 base? If funds are available, the command shall provide their accounting string on the change notice.
11. You may reprogram the billet(s) by submitting a Change Notice (CN) to G-CPA. Use the Billet/Position Change Worksheet and the CN Checklist - Military as guides.
12. You are not authorized to reprogram the billet(s). Submit request to Comandant (G-CPA) as outlined in Enclosure (1).

**REPROGRAMMING FLOWCHART - CIVILIAN**



**REPROGRAMMING FLOWCHART DESCRIPTION - CIVILIAN**

1. Is the position vacant? Is the request in keeping with RSA?
2. Is the position in your AOR? Is the position(s) at your command, or one of your subordinate units?
3. Review the Business Rules to determine if you are authorized to reprogram the position(s).
4. Does the reprogramming conflict with the current business rules and constraints?
5. At the Area level, can the action be brokered with the other respective Area resource staff? The Area resource staffs should act as a clearinghouse for position reprogrammings that are not authorized within their own AOR. By the Area resource staffs consulting with each other, possible offsets may be identified in order to execute the desired reprogramming with minimum Headquarters involvement.
6. You may reprogram the position(s) by submitting a Change Notice (CN) to G-CPA via CSA. You must submit an updated SF-52 and Position Description (if applicable) to the CSA prior to approval. The CSA shall forward the CN to G-CPA indicating they concur with the reprogramming. If the servicing CSA non-concurs with reprogramming, request should be sent back to the originator. Use the Billet/Position Change Worksheet and the CN Checklist - Civilian as guides.
7. You are not authorized to reprogram the position(s). Submit request to Commandant (G-CPA) as outlined in Enclosure (1).

**Billet/Position Change Worksheet**

*This worksheet is provided as a reference or quality control device. It is not a required document in the CN process. First two sections are samples*

:

ITEM	FROM	TO
ATU	ZZ	no change
OPFAC	12345	23456
Unit Name	GROUP X	GROUP Y
BCN/PCN	B00021	<i>BCN cannot change</i>
OBC/Series	N/A	N/A
Rate/Grade	QM3	no change
Billet/Position Title	Group – Duty	no change
Resolution of Incumbency	billet is encumbered; district will fund AFC-20 costs	
ITEM	FROM	TO
ATU	ZZ	no change
OPFAC	56789	No change
Unit Name	District ZZ	No change
BCN/PCN	571111P	<i>BCN cannot change</i>
OBC/Series	0334	0343
Rate/Grade	GS-12	no change
Billet/Position Title	Computer Specialist	Program Analyst
Resolution of Incumbency	billet is vacant; no incumbency issues	
ITEM	FROM	TO
ATU		
OPFAC		
Unit Name		
BCN/PCN		<i>BCN cannot change</i>
OBC/Series		
Rate/Grade		
Billet/Position Title		
Resolution of Incumbency		

1. ATU/OPFAC. Represent the location of where the billet/position is located on PAL.
2. UNIT NAME. Self-explanatory.
3. BCN/PCN. Each billet on PAL has a unique Billet Code number (BCN)
4. OBC/Series. OBC for officers; Series for civilian; Not applicable for enlisted
5. Rate/Grade. BM1, O-4, GS-12, etc.
6. Billet/Position Title. This is a short description of the billet duties. The billet/position title should not be used to describe work that is inappropriate for the rating or grade assigned.
7. Incumbency. If applicable, address how incumbency issues are resolved for the subject billet and member.

**PAL CHANGE NOTICE (CN) CHECKLIST - MILITARY**

This checklist is provided as a reference or quality control device. It is not a required document in the CN process.

	✓	Item
1.		Addressed <b>TO: lst-pal?</b> (See Global Address List: spell Lima Sierra Tango)
2.		Addressed <b>TO:</b> any units with billets affected?
3.		Addressed <b>CC:</b> to your next senior in chain of command?
4.		Is it addressed <b>CC:</b> your servicing Area Resource Staff?
5.		Is the date in the E-mail body? (do not rely on the E-mail system date)
6.		Are recipients listed in the E-mail body in the same manner as a Coast Guard letter? ( <i>since E-mail accounts use individual, not command addresses, this will clarify identity of addressees</i> )
7.		If the signer is <u>not</u> the CO/OIC, is "By Direction" noted? If By Direction, is delegation of by direction authority recorded in local files?
8.		Has hard copy of E-mail been filed as appropriate?
9.		Does the text describe all desired billet attributes in the format of the <i>Billet/Position Change Worksheet</i> ?
10.		Are you authorized to make these changes?
11.		CN's should <b><i>never</i></b> link changes to an <i>individual's</i> assignment or promotion situation. Is the text absent of references to individuals?
12.		If subject billets are currently filled: Does the text describe how the incumbency issues will be resolved. If AFC-20 issues are involved, the unit's AFC-30 accounting string must be provided.

Comments:

All billet changes **must** be done **only** in response to **mission needs**. The impact of a billet change on the mission must be clearly articulated in any billet action. PAL billets may **never** be changed to accommodate the personal or professional situation of any individual or group.

Any CN received in violation of the above principle will be returned by G-CCS.

**PAL CHANGE NOTICE (CN) CHECKLIST - CIVILIAN**

This checklist is provided as a reference or quality control device. It is not a required document in the CN process.

	✓	Item
1.		Addressed <b>TO: lst-pal?</b> (See Global Address List: spell Lima Sierra Tango)
2.		Addressed <b>TO:</b> any units with positions affected?
3.		Addressed <b>VIA:</b> to your servicing CSA?
3.		Addressed <b>CC:</b> to your next senior in chain of command?
4.		Is it addressed <b>CC:</b> your servicing Area Resource Staff?
5.		Is the date in the E-mail body? (do not rely on the E-mail system date)
6.		Are recipients listed in the E-mail body in the same manner as a Coast Guard letter? ( <i>since E-mail accounts use individual, not command addresses, this will clarify identity of addressees</i> )
7.		If the signer is <u>not</u> the CO/OIC, is "By Direction" noted? If By Direction, is delegation of by direction authority recorded in local files?
8.		Has hard copy of E-mail been filed as appropriate?
9.		Does the text describe all desired position attributes in the format of the <i>Billet/Position Change Worksheet</i> ?
10.		Are you authorized to make these changes?
11.		CN's should <b><i>never</i></b> link changes to an <i>individual's</i> assignment or promotion situation. Is the text absent of references to individuals?

Comments:

All position changes **must** be done **only** in response to **mission needs**. The impact of a position change on the mission must be clearly articulated in any position action. PAL positions may **never** be changed to accommodate the personal or professional situation of any individual or group.

Any CN received in violation of the above principle will be returned by Commandant (G-CCS).

**SAMPLE PAL CHANGE NOTICE (CN) - MILITARY**

District Z has approved the move of a QM1 from Group X to Group Y. Since the billet is encumbered and the incumbent will not be tour complete when move is desired, District Z is willing to fund all AFC-20 costs. District provides their accounting string as required as per the business rules.



5320  
date

From: Commander, Coast Guard District  
To: Personnel Allowance List Manager

Subj: PAL CHANGE NOTICE (CN)

Ref: (a) COMDTNOTE 5300

1. Per reference (a), I am reprogramming the following billets within my AOR. Please make the appropriate database entries to reprogram these billets on PAL.

	<u>From</u>	<u>Change To</u>
a. ATU	ZZ	no change
b. OPFAC	12345	23456
c. Unit Name	Group X	Group Y
d. BCN	B00021	no change
e. Rate/Grade	QM1	no change
f. Billet Title	Group - Duty	no change
g. Incumbency Issues	billet encumbered; district's AFC-30 will fund all AFC-20 costs.	

2. Accounting string is as follows: XX-XXXXXX

3. My point of contact is LT Hamilton at (999) 999-9999.

//signature//  
A. B. GALLATIN

**SAMPLE PAL CHANGE NOTICE (CN) – CIVILIAN (PART 1)**

District Z has approved a title and series change of a vacant GS-12 position. The CN must be sent via the servicing CSA. An updated copy of the SF-52 and Position Description (if applicable) must be submitted to the CSA also. For civilian positions, the servicing CSA must review the request before the reprogramming is executed. No PAA will be executed until CSA determination has been made.



5320  
XX XXX XX

From: Commander, Coast Guard District  
To: Personnel Allowance List Manager  
Via: Servicing CSA

Subj: PAL CHANGE NOTICE (CN)

Ref: (a) COMDT ltr 5300 of XX XXX 99

1. Per reference (a), I am reprogramming the following position within my AOR. Please make the appropriate database entry to reprogram this position on PAL.

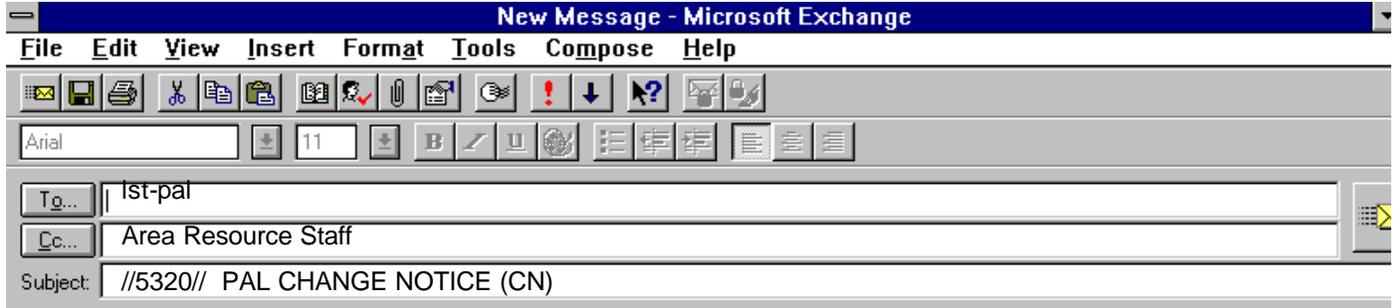
	<u>From</u>	<u>Change To</u>
a. ATU	ZZ	no change
b. OPFAC	12345	no change
c. Unit Name	District ZZ	no change
d. BCN	B00021	no change
e. OBC/Series	0334	0343
e. Pay Grade	GS-12	no change
f. Billet Title	Computer Specialist	Program Analyst
g. Incumbency Issues	position vacant; no incumbency issues.	

2. My point of contact is LT Hamilton at (999) 999-9999.

//signature//  
A. B. GALLATIN

**SAMPLE PAL CHANGE NOTICE (CN) – CIVILIAN (PART 2)**

The Servicing CSA has reviewed the request (which included an updated SF-52 and Position Description) and forwards the request to G-CPA-2 for execution.



FIRST ENDORSEMENT on DISTRICT ZZ email CN 5320 dtd XX XXX XX

From: Servicing CSA  
To: Personnel Allowance List Manager

SUBJ: PAL CHANGE NOTICE (CN)

1. This E-mail endorses District ZZ's request, enclosure (1), to change the title and series of BCN B00021. Both the SF-52 and Position Description have been reviewed and approved. Recommend PAA be executed to reprogram the position on PAL.

//signature//  
C. THETIS

Encl: (1) District ZZ email CN dated XX XXX XX (forwarded below)

**(an enclosure is executed by using the forward function of email that includes the text of the preceding E-mail)**